# Dissertation Research Proposal Colloquium Form\*

**Doctor of Philosophy Degree: Industrial and Systems Engineering (ISE)**

**Part A: Dissertation Committee**

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| **Student’s Name** | **Faculty Advisor/Committee Chair Name** | **Faculty Advisor Signature** |
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**Dissertation Committee Members and Dissertation Title:**

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| --- | --- | --- | --- |
| **Committee Members’ Names** |  |  |  |
|  |  |  |  |
| **Dissertation Research Proposal Title** |  |

**Part B: Acceptance of Written Research Proposal**

The following members of the Dissertation Committee have read the candidate’s proposal and met as a group to discuss the proposal with the student. In signing below, the committee deems it to be a topic worthy of a dissertation and ready for presentation in the Research Proposal Colloquium:

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| --- | --- |
| **Committee Member Signatures** | **Date** |
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**Part C: Submit two-page abstract of dissertation to graduate studies committee for approval**

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| --- | --- |
| **Abstract Approval: Advisor** | **Date** |
|  |  |
| **Approval: ISE Graduate Studies Committee (Chair’s Signature)** | **Date** |
|  |  |

**Part D: Outcome of the Research Proposal Colloquium**

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| **Colloquium Date** | **Time** | **Place** |
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| **Colloquium Approval: ISE Graduate Studies Chair or Designee** | **Date** |
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**INSTRUCTIONS**

**General Overview:**

The Research Proposal Colloquium is an ISE doctoral program requirement designed to provide an opportunity for students, early in the dissertation process, to publically present their plans for their dissertation research. Public presentation and feedback of the planned dissertation research is of value to the student, as well as other students and faculty in the ISE graduate community.

Prior to the Research Proposal Colloquium the student should receive an honest and constructive critique from their dissertation committee members regarding their proposed research. In this process the student and dissertation committee come to general consensus regarding what needs to be done to complete the research, and in what time frame. Once there is agreement as to the scope of the dissertation work, the student is ready to share the proposed dissertation research plan with the rest of the department via the research proposal colloquium.

**Specific Instructions:**

1. Complete Part “A” by listing your committee members
2. Develop a written research proposal that is shared with your committee members. Your advisor will indicate what is expected in this document. Provide this proposal to your committee members and give them an opportunity to consider your research plan. Convene a committee meeting to discuss this proposal to address any concerns expressed by the committee. An oral presentation to the committee is strongly recommend. Committee members must sign Part B of the form.
3. Write an abstract (limit to 2 pages, per template below) describing the attributes of your research that qualify the work for a dissertation topic. In particular, be sure to discuss what original theoretical research void is being filled through your study. Obtain the approval signature from your advisor, indicating that they have seen and approved your abstract (Part C)
4. Submit an electronic version of your abstract **using the template below** in a standard word document to the Graduate Studies Committee Chair. The ISE Graduate Studies Committee will review your abstract, and will indicate approval (or not) to you and your faculty advisor via email. Once approved, bring your Colloquium Form to the Graduate Studies Committee Chair for signature. Once Part C is complete, submit a copy of the form to the Graduate Studies Coordinator.
5. Schedule a colloquium date with the Graduate Studies Coordinator. Submit a shortened electronic version of your abstract (~150 words) to the Graduate Studies Coordinator, so that the colloquium event and abstract can be posted/distributed/communicated to the ISE graduate student/faculty community.
6. After the Research Proposal Colloquium, have the Graduate Studies Committee Chair sign Part D of the form. Submit the completed original form to the ISE Graduate Coordinator. The ISE Graduate Coordinator will place a copy of the completed form in the student’s graduate file in the ISE main office (210 Baker Systems), and return the original to the student.
7. Please note that if at any time a change in Dissertation Committee membership occurs, including a new advisor, approval of the new dissertation committee needs to be obtained from the Graduate Studies Committee via re-submission of Part “A” of the Dissertation Committee Approval/Research Proposal Colloquium form.

**Dissertation Proposal Abstract Template (please include each of the headers in bold font)**

**Proposal Title:**

**Student’s Name:**

**Committee Members and Relevant Expertise:**

**Introduction**

 1. Describe the problem

 2. Identify the gaps in the existing knowledge (include citations)

 3. Identify how your project will address one or more of these gaps

 4. What are your hypotheses?

**Specific Aims**

 List the aims (objectives) of the project.

**Innovation**

What is new about this work?

**Approach**

 What will you be doing to complete the listed aims?

 What are your data sources and what data will be collected?

 How will the data be analyzed?

**Summary**

 Primary objective and what knowledge will be gained that advances the field of study.

**Reference Section**

*Please limit this abstract, except the (references), to two single-spaced pages. Please use 12 point font.*